

Bar Service Form

Event hosted at the Linn County Fairgrounds

Form due 30 days prior to event

Complete form and email to
rentals@thelinncountyfair.com OR
mail to **PO Box 329**
Central City, IA 52214

OR drop off in the **drop box at the front of the LDM building**

Any event with more than 300 guests may be subject to the need for an additional bartender. They will be billed an additional \$50 for a 3rd bartender to serve during peak hours.

DRINK OPTIONS

We will do our best to accommodate requests depending on what is in stock with our vendors. Any special request alcohol will get added to the bar tab and renters will take whatever is left at the end of the night. Below is a list of drinks stocked at all times. Anything outside of this would be listed as a special request.

Beer-(12oz cans)

Busch Light, Coors Light, Michelob Ultra

Seltzers-(12oz cans)

White Claw Raspberry, Mikes Hard Lemonade & Black Cherry, Cayman Jack Margarita

Spirits-(Hard Liquor) 9 oz cups

Jack Daniels, Smirnoff Vodka, Captain Morgan Rum, Crown Royal (Original, Apple, Peach)

Wine

Stocked is a Moscato (sweet white) and Cabernet (Dry Red)

*Pop and water served will be Coke Products

Pre-payment of the bar tab must be paid via credit card 1-3 days prior to event when meeting with the rental manager. It can also be paid the night of via credit card.



\$200 staffing fee is required for all events serving alcohol as per original contract

Questions?

319-929-3247

EVENT INFORMATION

Event Name: _____

Event Date: _____

Contact Person: _____

Phone #: _____

Expected # of guests: _____

Bar service start time: _____

Last Call (Typically 30 min prior to DJ's end time): _____

PACKAGE OPTIONS

Bar service includes 2 bartenders for max of 5 hrs. Any additional hours will be billed at a rate of \$40/ hr (\$20 per bartender)

Choose ONE

_____ **Cash Bar** \$4 per canned drink. Guests pay for all drinks.

_____ **Pre- Purchased Bar Tab** of \$ _____
(\$4 per canned drink)

- Once this amount is passed all sales become 'Cash Bar' and all beverages will be sold at \$4.
- Unspent bar tab will be reimbursed in product. No cash refunds will be given.

_____ **Full Open Bar** during designated times

- Tab to be paid in full by renters from _____ p.m. to _____ p.m.
- Outside of the designated time it becomes a cash bar paid for by the guests.

_____ **Full Open Bar**

- Tab to be paid in full by renters at the end of the night. (CC must be on file and pre authorized)

Choose ONE

_____ **Yes**, we would like spirits served during the event. (\$6 per drink)

- _____ Spirits can be charged to the tab
- _____ Spirits can only be served as cash sales only

_____ **No**, we prefer no spirits be served during our event.

Choose ONE

_____ I would like the Linn County Fairgrounds to provide pop and water to my guests at \$1/ can/bottle. They will be cold in a cooler provided by TLCF for guests to self serve. We would like to have a pre paid budget of \$_____ for pop/ water drinks. Anything not used at the end of the night is for the renters to take as it was pre paid for.

_____ We will be providing our own pop/ water/ other non alcoholic drink and will provide our own coolers, ice, and servers

Please Initial:

_____ I agree no additional alcohol is to be brought into rental facility during rental. If additional alcohol is brought in during the event, I will forfeit my damage deposit.

_____ I understand as renter I am responsible for clean up any spills during the event, including: food, drink and any bodily fluids.

Please list any special accommodations or preference requests including quantity. Any special request alcohol will get added to the bar tab and renters will take whatever is left at the end of the night.